

## **Management Review**

### **I. PURPOSE**

This procedure provides guidelines for senior management review of the EMS to ensure that it continues to be effective, suitable and adequate for EPA Region 9, and to make any necessary decisions or take actions for the continual improvement of the EMS.

### **II. SCOPE**

The management review of the EMS is conducted on a yearly basis unless circumstances warrant a more frequent review. The review covers all elements of the EMS and includes sufficient information for management to make an informed decision on whether the EMS continues to be suitable, adequate and effective for its intended purposes, and whether decisions or actions need to be taken to ensure its continual improvement.

### **III. GENERAL INFORMATION**

On a yearly basis, the EMS Advisory Committee (Deputy or Associate Division Directors), and other top management identified by the Advisory Committee or EMS Lead at the EPA Region 9 office conducts a review of the EMS.

### **IV. APPROACH**

1. The EMS Lead prepares the necessary input to be considered in the review. Items in the review include the following :
  - EMS Audit results (including at a minimum those determined to be serious)
  - Results of monitoring and measurement of environmental indicators,
  - Progress towards achievement of objectives and targets,
  - History of corrective and preventive actions,
  - Any other relevant information on the EMS
2. Upon review of the above information, the Advisory Committee makes determinations on the continuing effectiveness of the EMS implementation and specifically on its ability to achieve the objectives and targets.

3. The Advisory Committee also considers whether the system continues to be adequate and suitable for its intended purpose.
4. The Advisory Committee then gives directions on any necessary changes to the EMS to ensure its continual improvement. These may be direct changes to the environmental policy, objectives and other elements of the environmental management system. See number 5 below for decisions that need to be elevated.
5. The Advisory Committee members brief each of their Division Directors on the review results, discuss decisions that were made, and if necessary, highlight decisions that need to be elevated. If there are decisions that need to be elevated, the Advisory Committee reconvenes to discuss the input from the Division Directors and makes a final determination. Once final decisions are made, the EMS Lead briefs the Deputy Regional Administrator. If a final decision cannot be made, it is brought to the Deputy Regional Administrator for final determination

#### V. RECORDS

Records generated by this procedure include the following:

1. Minutes or notes of the management review that cover the attendance, the information that was presented, the determinations made, and the decisions taken.

#### IV. REVISION HISTORY

Originally written October 2003; Revised June 2004, November 2004

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